Central Heating and Improvement Program (CHIP)

**FFY 2022 CHIP WORK PLAN**

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| **CAA:** |  | [ ]  **Initial**  |  |  | **Date** |  |
|  |  | [ ]  **Amended**  | **#** |  | **Date** |  |

Pursuant to MaineHousing’s *Central Heating and Improvement Program Guidance and Procedures* (MaineHousing CHIP Guidance), the submission of a Subgrantee Work Plan is required. The Work Plan should summarize the Subgrantee’s policies and procedures for delivering CHIP and describe how the agency will meet the major program requirements. The following is a list (not exhaustive) of topics that should be covered in the Work Plan. **Please note:** Work Plans that do not adequately address these topics will be returned for revisions. Until such time as the Work Plan and Budget are approved, work cannot commence using FFY 2022 CHIP funds.

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| 1. **Priorities for CHIP and Wait List Policies**
 |
| Describe the agency’s policies and procedures for developing and utilizing a wait list and how the agency will prioritize households following the established eligibility criteria and priority classifications. |
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| 1. **Contracts for CHIP Services**
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| Provide sample contract the agency uses for CHIP contractors. (Attachment A) |

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| 1. **Contracted CHIP Vendors**
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| Provide names, addresses and the service area they cover. (Attachment B) |

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| 1. **CHIP Procurement (Services over $10,000)**
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| Describe the agency’s procedures/practices for ensuring full and open competition. |
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| 1. **Declaration of Assets Affidavit**
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| Describe the agency’s procedures for securing and reviewing the Declaration of Assets Affidavit. |
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| 1. **Policy Changes**
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| Describe all significant changes in policies, procedures and new initiatives since the last CHIP Work Plan submission. Provide copies of policy and procedure changes. (Attachment C) |
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| 1. **Leveraged Resources**
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| Describe all efforts to leverage other non-federal resources anticipated to be used with CHIP funds. |
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| 1. **Household Contributions**
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| Describe the agency’s practice for managing and accounting for household contributions. |
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| 1. **Proof of Ownership**
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| Describe the agency’s practice for obtaining proof of dwelling unit ownership documentation. |
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| 1. **Verifying Household Eligibility**
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| Describe the agency’s procedure for verifying a household’s eligibility for CHIP services. |
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| 1. **Other Information**
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| Provide any other information relevant to the administration and delivery of CHIP services. |
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| **Agency Submission** |  |
| **Completed by (Print):** |  | **Date Completed:** |  |  |
| **Signature:** |  | **Date Submitted:** |  |  |
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| **MaineHousing Approval** |  |
| **Reviewed by (Print):** |  | **Date Approved:** |  |  |
| **Signature:** |  | **Confirm Sent:** |  |  |
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